



Job Posting

***Subject to change**

- Originate multi-family and other commercial loan proposals; draft, review and negotiate procurement terms/conditions of contracts, letters of agreement and amendments.
- Perform underwriting and credit analysis to determine financial risks associated with loan proposals submitted by for-profit and non-profit organizations, for multi-family projects and economic development projects.
- Manage, train, develop, counsel and evaluate staff performance.
- Assist in design, development and implementation of special systems, plans and projects; establish and interpret policies, procedures, guidelines and methodologies for project data and schedules; coordinate preparation, implementation and monitoring of budget and expenditures.
- Provide research, support, technical advice, consultation and assistance to departments, agencies, groups and the public in obtaining and explaining technical/non-technical data.

The position is physically comfortable; the individual has discretion about walking, standing, etc., within an essentially normal office environment.

Requires a Bachelor's degree in Business Administration, Accounting, Political Science, Psychology or a closely related field.

Six (6) years of pertinent, progressive professional experience in personnel, administration, accounting or a closely related field are required. A Master's degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year

Valid Texas Drivers License and compliance with the City of Houston policy of driving (AP 2-2)

Real estate broker/salesperson designation, or MAI designation of the Appraisal Institute; or an advanced MAI candidate should be knowledgeable of multi-family housing products and related real estate operations and terminology.

None

If yes, this position is subject to random drug testing; if a promotional position, candidate must pass an assignment drug test.

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 26
\$1,587 – \$2,203 Biweekly \$41,262 – \$57,278 Annually

CLOSING DATE Open Until Filled

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD phone number is (713) 837-9496.

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